

## NORMATIVE-LEGAL ACTS IN THE ACTIVITY OF PUBLIC ADMINISTRATION

**Anastasiya Kluchnyk**, student

**Andryi Shkolyk**, Associate Professor (Law), Research Advisor

**Natalia Hrynya**, Associate Professor, Language Consultant

*Lviv National University after Ivan Franko*

The existence of the state, society and the whole organization of social life is impossible without everyday state and government activities regarding to the administration of the economic, legal, social and cultural spheres of the organization of society. The instrument, which helps the state administers, is the legal acts of the subjects of public administration. Legal acts of the subjects of the public administration contain most of all legal regulations in force in the state, which extend to practically all state authorities, non-state structures, officials or citizens.

The aims, tasks and functions of public administration are practically implemented in legal acts of various nature and content. They can be classified and it is possible to clearly identify the place of each public administration act in their total number.

The scientific classification of acts gives an opportunity to find out their legal nature, to determine the role and importance in resolving general and special tasks of public administration, to develop the most accurate and perfect order of their publication, to develop effective measures to ensure control over their implementation.

Legal acts of the subjects of public administration are the authorities, adopted in accordance with the requirements of the laws and the subjects of public administration. Acts are a means of practical implementation of the tasks of public administration.

Consequently, the types of administrative acts are the following:

- 1) normative administrative acts;
- 2) action plans;
- 3) administrative orders;
- 4) individual administrative acts;
- 5) administrative agreements, administrative acts-actions;
- 6) administrative acts in private law.

The most typical classification of acts of activity of public administration is the classification of acts depending on their legal properties and subjects of the right of publication acts. The classification of objects of public administration is established and remains for:

- normative – legal acts of public administration, which establish, change or cancel the right.
- individual acts – they do not contain legal norms and relate to specific individuals.

- mixed acts – together with other norms of law include individual prescriptions and decisions on specific public affairs.

Individual acts of public administration are accepted to be divided into:

- obligatory;
- empowering;
- those that contain refusals.

Depending on the subjects of the adoption of regulatory acts of administration, the following are distinguished: decrees and orders of the President of Ukraine; resolutions and orders of the Cabinet of Ministers of Ukraine; orders, instructions, orders of ministries; decisions of local state administrations; regulations, rules, instructions, orders, orders issued by heads of state enterprises and institutions, activists of local self-government.

These signs determine the distinction of legal acts of the subjects of public administration from laws, acts of public organizations, service documents, acts of judicial authorities, and civil contracts, treaties. Requirements for the legal acts of the subjects of public administration are:

- 1) optimality;
- 2) compliance with legal requirements;
- 3) presumption of legality of the act;
- 4) timeliness of bringing to the attention of interested persons;
- 5) registration.

In conclusion, I would like to say that the legal acts of the subjects of public administration are the main instrument of the state to administer. The classification determines the place of each act in its total number. Such acts are a means of practical implementation of the tasks of public administration.

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